



Department of Growth Management  
*Building Division*

**1 & 2 Family -****Residential Plan****Submittal Guidelines**

The plan review process can be a complex and lengthy procedure. However, a well researched, properly prepared set of plans submitted with sufficient details, sections and information necessary to determine compliance with the State of Florida/Lake County codes will move quickly through the process and have fewer reasons for rejection. The approved detailed plans are required on a job site during the inspection process to help reduce delays and the number of re-inspections. To aid design professionals and contractors, the following list has been prepared as a guide only. Depending on the scope of work to be permitted, some items may not apply, or more specific information may be required. Using this form should greatly reduce the chances of submitting deficient plans. **Plans found with insufficient information will be rejected, requiring revised plans to be resubmitted when all corrections are made.**

Information on the procedure and requirements to "master file" residential plans for multiple use is available on separate handouts. Electronic plan review is available with information and requirement details specified on other brochures. Contact our office for additional information.

**PLANS PACKAGE:**

- ☐ Plans SEALED by Eng./ Architect
- ☐ Per R301.2.1.1 list design criteria used :  
ASCE 7-02, or other with worksheets
- ☐ Plans Scaled and Readable
- ☐ Wind speed, exposure type, and  
pressure coefficient for all the door &  
windows shown on plans
- ☐ Designer's Name, Address, Cert. # on  
all pages, all pages numbered / labeled
- ☐ List of all Florida Approved Structural  
products to be used on project

**MASONRY WALLS:**

- ☐ Typical lintel and tie beam
- ☐ Typical wall & opening detail
- ☐ Special opening detail
- ☐ Change in height detail
- ☐ Non-continuous lintel / bond beam
- ☐ Engineers attachment detail for wood  
bucks 1-1/2 in. thick or greater
- ☐ Door & windows: **Note FL. approved  
installation details MUST be on site at  
time of inspection**

**ELECTRICAL:**

- ☐ Service Size to be installed
- ☐ Smoke detector locations labeled
- ☐ Electric Layout

**MECHANICAL:**

- ☐ Equipment locations
- ☐ Signed Energy Code Calculations
- ☐ Approved structural details for air-  
handler installed in attic area

**ELEVATIONS:**

- ☐ Approved site plan required
- ☐ Plans layout must match site plan
- ☐ Plans site specific, all options selected
- ☐ Front, rear, and side views
- ☐ Windows and door locations
- ☐ Unusual Grade / elevation

**FRAME WALLS:**

- ☐ Exterior wall construction
- ☐ Interior bearing wall details
- ☐ Header / opening details
- ☐ Anchor bolts: size, length and spacing
- ☐ Bearing frame wall to block wall detail
- ☐ 2 story wall construction detail
- ☐ Wall sheathing nailing schedule
- ☐ Connector chart - type and nail count

**PLUMBING:**

- ☐ Water Heater location
- ☐ Fixture Location
- ☐ Septic location

**GAS SYSTEM REQUIREMENTS**

- ☐ BTUs each outlet & total BTUs
- ☐ Pipe type & total length
- ☐ LP regulator Model / Type

**FLOOR PLAN:**

- ☐ Square footage
- ☐ Handicap bathroom access path 29 "
- ☐ Egress windows – Locations labeled
- ☐ Label sizes ALL door & windows
- ☐ Interior load bearing walls labeled

**FOUNDATION:**

- ☐ Footing locations, depth and width
- ☐ Rebar Number and Size
- ☐ Vertical cell location
- ☐ Slab description
- ☐ Interior footing, location and detail
- ☐ Column footing / pad location

**ROOF FRAMING:**

- ☐ Truss Layout SEALED by Architect or  
Eng of record with marked strap location
- ☐ Girder location and strapping required
- ☐ Strap schedule - size with nail count
- ☐ Ceiling/Roof diaphragm and blocking
- ☐ Valley framing detail
- ☐ Gable end details and bracing  
requirements
- ☐ Roof Sheathing and nailing schedule
- ☐ Roof Type: **provide Installation details  
on site at time of inspection**

**SPECIAL CONSTRUCTION DETAILS  
DETERMINED BY SPECIFIC PLANS**

- ☐ Retaining wall detail and limits
- ☐ Fire wall detail and rating
- ☐ Fire Blocking Details
- ☐ Stair and railing details
- ☐ Bay window detail
- ☐ Engineered Mitered Glass
- ☐ Chimney framing detail
- ☐ Dormer framing detail
- ☐ Entry construction detail
- ☐ Column strapping detail
- ☐ Post to beam / slab connectors
- ☐ Glass block installation details
- ☐ Skylight framing detail
- ☐ Bonus Room details
- ☐ 2<sup>nd</sup> Floor Layout / connectors detail
- ☐ Knee wall construction detail
- ☐ Brick ledge detail
- ☐ Termite shield details